

Arapaho & Roosevelt National Forests
and
Pawnee National Grassland

Incident
Business
Operating
Guidelines

2011

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OVERVIEW

The Incident Business Management plan emphasizes fiscal and administrative procedures to be followed on incidents on the Arapaho-Roosevelt National Forests and Pawnee National Grasslands (ARF) to ensure consistency in incident business management. This plan is to be used in combination with other Agency/Interagency direction related to incident business management.

The Incident Business Management plan is intended for use by:

- Incident Management Team
- Dispatch
- Expanded Dispatch
- Buying Team
- Payment Team
- Other Business Administration Incident Support Staff

This plan may be supplemented to address issues specific to an incident on the ARF. Any changes in these guidelines must be negotiated in advance with the Agency Administrator (AA), Agency Representative (AR), Incident Business Advisor (IBA), or Incident Business Specialist (IBS). When applying and/or making changes to these guidelines local consideration should be taken into account regarding:

- cost and availability of resources
- vendors
- specific items needed

The Incident Commander, IBA/IBS, and cost review teams have the responsibility to raise unresolved cost concerns to the Agency Administrator and/or Agency Representative. The AA/AR will take the lead to ensure a timely resolution of the issues.

ZERO CODE

OBJECTIVES

The primary objectives for incident support on the ARF include:

1. Provide for cost efficiency including close monitoring of items such as:
 - high cost resources
 - underutilized equipment
 - extravagant purchases
 - sensitive items
 - property
2. Identify individuals with delegated authorities and roles for the incident.
3. Facilitate communication and coordination between the various business administration positions involved with an incident, including interagency partners.
4. Use appropriate acquisition practices including, but not limited to:
 - prohibited purchases
 - mandatory procurement sources
 - hiring of equipment
 - land use agreements
5. Organize and track government property including sensitive items, and ensure lost, damage or destroyed property are documented on the AD-112.
6. Coordinate with Law Enforcement, Security, and Claims in the tracking of incident security reports, logs and potential claims.
7. Provide for consistent and cost-effective work practices including incident business documentation.
8. Provide home unit contact information for the following ICS positions to each jurisdictional agency:
 - Finance Section Chief
 - Time Unit Leader
 - Cost Unit Leader
 - Logistic Section Chief
 - Procurement Unit Leader
 - Buying Team Leader

ROLES AND RESPONSIBILITIES

1. **Agency Representative (AR)**
 - Reports directly to the Agency Administrator (AA)
 - Facilitate communications with the IBA/IBS, Buying Team Leader, and Finance Section Chief.
 - Periodically visits all incident camps and expanded dispatch
 - Coordinate with Incident Management Team (IMT) Finance and Logistics Section Chiefs and Buying Team Leader (BUYL) to ensure accuracy of record keeping and payment processes.

- Meet with IMT-Finance Section representative within 48 hours of team transitions and/or close-outs.
- AR or IBA/IBS will provide advice to the AA on the final release date of the buying team and/or payment team.

2. Incident Business Advisor (IBA)/Incident Business Specialist (IBS):

- Reports directly to the AA.
- Serves as a liaison and advisor to the AA, IMT, Buying Team, and other incident support functions.
- Provides advice and recommends incident business alternatives with an emphasis on large fire cost.
- Provides recommendations on administrative issues needing resolution.
- Completes an IBA Narrative.
- Submits a completed IBA narrative to the AA and host agency IBS upon incident closeout.
- IBA/IBS or AR will provide advice to the AA on the final release date of the buying team and/or payment team.

3. Finance Section Chief (FSC):

- Facilitates regular communication with the AR and IBA/IBS. Information exchanged should include:
 - current cost projection
 - acquisition issues/concerns
 - contractor issues/concerns
 - property tracking
 - payment/invoice status
 - coordination of release date
 - closeout of finance package
- Facilitates communication with the Buying Team Leader (BUYL), at a minimum, at the start and end of each operational shift. Information exchanged should include:
 - acquisition needs, issues/concerns, timeframes
 - contractor needs, issues/concerns, timeframes
 - land use and other agreement needs, issues/concerns, timeframes
 - cost estimates/figures
- Transmits EERA payment documents directly to Albuquerque Service Center (ASC) upon release of the equipment from the incident.
- Type 1 and 2 incidents; electronically transmits Casual Hire's (AD) Firefighter Time Reports (OF-288) directly to ASC upon release of the individual from the incident or every two weeks, in accordance with national direction. Provide AD with hard copy original of OF-288. Department of Interior agency AD's time is not electronically transmitted.
- Type 3 through 5 incidents; sends AD's original Firefighter Time Reports (OF-288) with the individual for processing at their hiring unit.
- For additional AD direction refer to:
 - Interagency Incident Business Management Handbook (IIBMH) - PMS 902/NFES 1037

- Forest Service Handbook (FSH) 5109.34, Interagency Incident Business Management Handbook, Chapter 10 – Personnel for Administratively Determined (AD) Pay Plan for Emergency Workers (Casual Hires)
- Current year Forest Service ASC Incident Finance Payment Procedures document posted at <http://fsweb.asc.fs.fed.us/bfm/programs/financial-operations/incident-business/CasualPay.php>
- For multi-jurisdictional incident, follow each agency's direction for payment processing.
- Close out invoices and/or issue partial payment upon transition of incident to another team or to the local unit.

4. Procurement Unit Leader (PROC):

- Facilitates communication with the Buying Team Leader (BUYL), at a minimum, at the end of each operational shift. Information exchanged should include:
 - All fiscal matters pertaining to vendor and equipment contracts
- Follow and ensure compliance with agency policy procedure regarding vendor and equipment contracts; reference Interagency Incident Management Handbook.

5. Buying Team Leader (BUYL):

- Reports directly to AA and/or AR.
- Facilitates communication with the incident Finance Section Chief; contact with FSC should occur at a minimum at the start and end of each shift.
- Provides cost information to the Cost Unit Leader at the end of each operational shift.
- Facilitates regular communication with the Supply and Equipment desks in Expanded Dispatch.
- Final incident Buying Team close-out package should include:
 - supply and equipment logs
 - EERA packages
 - land use agreements
 - incident blanket purchase agreements (BPA)
 - resource order
 - copy of invoices
 - back-up documentation

6. Expanded Dispatch Coordinator (CORD)/Expanded Supervisory Dispatcher (EDSP):

- Reports directly to Dispatch Center Manager.
- Facilitates communication with the incident Logistic and Finance Section Chiefs, Buying Team Leader, and Center Manager; contact should occur at a minimum at the start and end of each shift.
- Ensures each expanded desk (Crews, Overhead, Equipment, and Supplies) is regularly communicating resource and/or procurement needs to Buying Team and incident Ordering Manager.
- Reports any issues or concerns to the Dispatch Center Manager.

7. Dispatch Center Manager (CM):

- Reports directly to Forest Fire Duty Officer (FDO).
- Seeks direction and priorities, when needed, from Forest FDO.
- Communicates with Forest FDO on any unusual and/or exorbitant resource, equipment, and supply requests.
- Attends incident in-brief and closeout meetings.
- Facilitates daily communication with the Planning Section Chief for all IMTs assigned to the FTC Zone.
- Facilitates communication with the CORD/EDSP; contact should occur at a minimum at the start and end of each shift.

Any changes beyond this role must be clearly defined and documented in the Delegation of Authority.

A contact list of local agency personnel who provide incident business support can be found in Appendix A.

DELEGATION OF AUTHORITY

Delegation of authority shall be issued and documented in the Correspondence Database for the following positions:

- Incident Business Advisor
- Incident Business Specialist
- Buying Team Leader

Sample Delegation of Authority is shown in Appendix B.

DOCUMENTATION

- Information Technology (IT):
 - The Incident Management Team will need to acquire IT equipment through the Buying Team. If a Buying Team is not assigned to the incident, IT equipment will be acquired through the Forest procurement staff. IT equipment includes items such as:
 - computers
 - printers
 - plotters
 - copiers
 - fax
 - landline phones
 - cell phones
 - satellite phones
 - radios
 - software
 - wireless routers

- If decision is made to purchase IT equipment, ensure a Technical Approval (TA) has been approved or is not required prior to procuring the equipment.
- Technical approvals commonly used by the USFS can be found on the ASC-CIO web site at: <http://fsweb.wo.fs.fed.us/irm/asset/tech-approval/>
- Reimbursement of cell phone usage and roaming charges should be a rare occurrence. Prior to an S# being issued, all reimbursement of cell phone usage must be approved by one of the following:
 - Incident Management Team
 - Fire Duty Officer
 - Agency Representative
- If the majority of IMT members do not have a local or national area cell phone plan and/or reliable cell phone coverage, they will need to work through the Buying Team or local procurement office to lease/rent phones for the duration of the incident.
- Cost Efficiency:
 - IMT and Buying Team is expected to document and summarize key strategic decisions that increase or decreased the overall cost of the incident
 - Type 1 and 2 Incident Commanders will need to document their management efficiencies and cost containment efforts at the end of each incident, the teams are requested to complete the form in Appendix H and upload it to the I-Suite Data Repository at <https://isuite.nwcg.gov/Repository/index.html>.

HUMAN RESOURCE SPECIALIST

- Consultation shall occur between the Incident Commander (IC) and the Agency Administrator (AA) when a Type 1 or 2 Incident Management Team is assigned or the incident organization exceeds 300 people, to determine if a Human Resource Specialist should be ordered.
- The IC will confirm with the IBA/IBS/AR when the Human Resource Specialist (HRSP) arrives at Incident Command Post. The HRSP shall establish a communication link with the IBA/IBS.
- All sexual harassment, violence in the workplace, or other significant EEO incidents are to be reported to the AR as soon as practicable.
- Any investigation of an EEO incident is to be coordinated through the AR.
- Refer to Appendix A for the Forest's Contact List

CHAPTER 10

RECRUITMENT/CASUAL HIRES (AD)

The ARF shall retain the responsibility of hiring Casual Hires (AD); however in some situations the Forest may delegate this responsibility to the Incident Management Team through a Delegation of Authority (Appendix F).

- Any AD needs by the IMT will need to be coordinated with the ARF's AD Coordinator.
- Refer to Appendix A for local agency points of contact.

PAY PROVISIONS

Pay provision direction can be referenced in the Interagency Incident Business Handbook, Chapter 10-Personnel, Section 12-Pay Provisions.

- Due to the fragmented ownership of Federal and private lands, it is common to have many cooperating agencies on incidents occurring in the area.
- It is important, therefore to refer to the Rocky Mountain/Great Basin Coordinating Groups IIBMH supplements for additional agency specific and/or agreement direction.

PERSONNEL TIMEKEEPING

Personnel timekeeping direction can be referenced in the Interagency Incident Business Handbook, Chapter 10 -Personnel, Section 13 - Personnel Timekeeping/Recording. Additional agency specific direction includes:

- United States Forest Service (USFS):
 - For all Type 3-5 incidents, any individual charging to the incident's job code shall obtain a signed Crew Time Report (SF-261) or Emergency Fire Fighter Time Report (OF-288) from the appropriate incident supervisor, Fire Duty Officer, or FMO/AFMO.
- Cooperating Resources-Colorado State:
 - Cooperating resources from the State of Colorado are required to submit the following documents through Colorado State Forest Service (CSFS) for reimbursement of services provided on a Federal incident beyond the Mutual Aid period:
 - Crew Time Report (SF-261)*
 - Emergency Fire Fighter Time Report (OF-288)
 - Emergency Equipment Shift Ticket (OF-297)
 - Equipment Use Invoice (OF-286)
 - Cooperator Resource Rate Form (CRRF) Agreement
 - Resource Order
- Other Non-USFS Personnel:
 - Follow individual's home agency protocols for submittal of personnel time for Type 3-5 incidents.

In all cases, a copy of all documents will remain in the incident finance package.

COMPENSATION FOR INJURY/ILLNESS

Compensation for injury and/or illness direction can be referenced in the Interagency Incident Business Handbook, Chapter 10- Personnel, Section 15 – Compensation for Injury/Illness.

Additional direction includes:

- USFS Employees (Regular and AD):
 - Authorization for Examination and/or Treatment (CA-16):
 - Issuance of a CA-16 is appropriate for traumatic injury cases filed on a CA-1, if no more than 7 calendar days have passed since the date of injury.
 - Only ASC – HCM Worker’s Compensation personnel or qualified Incident Management Team personnel are authorized to issue the CA-16. Personnel on incidents without an Incident Management Team assigned shall call ASC-HCM Worker’s Compensation for medical treatment authorization.
Business Hours: Monday-Friday, 7am-6pm
Phone: 877-372-7248, option [2], option [5]
NOTE: When calling ASC, state you have an injured worker and are requesting authorization for medical treatment.
 - If injury occurs outside ASC-HCM Worker’s Compensation business hours then home unit supervisor and/or personnel representing the agency may provide verbal authorization for examination and/or treatment.
NOTE: ASC-HCM Worker’s Compensation must be notified within 48 hours or first business day after injury so a CA-16 can be authorized and issued; this allows for the OWCP process to be initiated for the individual.
 - Traumatic Injury (CA-1) and/or Reportable Illness (CA-2):
 - CA-1 or CA-2 form shall be completed for all work place related injuries or illnesses.
 - Ensure employee’s name and social security number (SSN) is on all pages of the CA-1, CA-2, and supporting documentation in case pages are separated. If name and SSN is not already on the page, write information in the upper right hand corner.
 - Original CA-1 and CA-2 for regular and AD employees are to be sent, via FedEx, to ASC-HCM Worker’s Compensation at:
USDA Forest Service
ASC-HCM-Workers Compensation
Masthead Annex
3900 Masthead St., NE
Albuquerque, NM 87109
 - Fax CA-1, CA-2, and CA-16 form and all supporting documentation within 48 hours of the employee’s report of injury/illness to ASC-HCM Worker’s Compensation.
 - For AD employees fax to ASC-HCM Worker’s Compensation the information listed below:
 - CA-1 or CA-2
 - Social security numberIn addition, the Emergency Fire Time Report (OF-288) and one of the following items is needed to verify the AD was hired by the Forest Service:
 - Single Resources Hire Form

- Resource Order
 - Crew Manifest (if on a crew)
- General Information:
 - Provide injured individual a copy of all paperwork and advise them to retain the information for their personal records. Also provide ASC-HCM contact information for any follow-up that may be needed.
 - CA-1 and CA-2 or other documentation is not to be sent to the injured employee's home unit.
 - Remind injured employee they are responsible for fulfilling the mandatory requirement to enter the claim (CA-1/CA-2) into the SHIPS database upon return to their home unit.
 - If a handwritten copy of the CA-1 or CA-2 has been submitted, a SHIPS copy should not be sent to ASC-HCM Worker's Compensation as a duplication of claim could result.
- Other Federal Personnel:
 - Completion of a CA-1, CA-2, and CA-16 is required for employees of the BLM, NPS, FWS, and BIA for medical treatment and injury/illness documentation; however each agency will have differing processing protocols for authorization for treatment and documentation.
 - Military or other federal agency personnel, other than those listed above, follow agency specific protocols for medical treatment and injury/illness documentation.
- Non-Federal Personnel:
 - Follow agency specific protocols for medical treatment and injury/illness documentation.
 - Non-federal agencies may or may not use the CA-1, CA-2, and CA-16 for interim documentation of injury/illness.
 - CA-1 and CA-2 are federal OWCP forms and do not convey coverage for medical treatment or disability compensation on a non-federal employee.
 - Whenever possible, utilize the employee's home agency works compensation forms, substituting CA-1 or CA-2 only as a last resort. If utilizing a CA-1 or CA-2 form, write in large letters at the top of each page "Documentation Only – Not a Federal Employee".
- Personnel from All Agencies:
 - Copies of CA-1, CA-2, CA-16 and non-federal agency workers compensation forms are not to be retained in the final incident package; provide only the Medical Log per IIBMH, CH. 40.
 - OWCP claims may not be paid with a micro-purchase card; authorized payments for medical care are paid by OWCP.

AGENCY PROVIDED MEDICAL CARE (APMC)

- Agency Provided Medical Care (FS-6100-16) may be used for employees injured on an emergency incident for minor injuries and/or first aid.
- APMC detail of coverage and use for treatment of traumatic injuries direction can be found in the Interagency Incident Business Management Handbook, Chapter 10 - Personnel, Section 15, Sub-Section 15.2-2.

- APMC can only be used while the individual remains at the site of the incident.
- ~~APMC cost may be paid with a micro-purchase card.~~
- AMPC blanket purchase agreements will be established at the time of the incident.

TRAVEL

For travel related direction refer to Interagency Incident Business Handbook, Chapter 10 – Personnel, Section 16 – Travel. In addition, for regular and Casual Hire (AD) Forest Service employees:

- Regular Forest Service Employees:
 - Incident related travel will be made in conjunction with Dispatch/Expanded Dispatch; reservations are to be made through SATO.
 - Airplane reservations will be made through Dispatch/Expanded Dispatch and paid for on the Corporate Business Account (CBA) or by the Buying Team
 - Airline baggage cost is not typically covered in the expense of the airline ticket; the individual will need to purchase the checked baggage ticket at the time of check-in. Excess bag fees or excess weight fees are not typically reimbursable as an incident expense.
 - The Buying Team will provide rental vehicles for the incident. If Buying Team is not ordered for the incident, then rental vehicles will need to be procured through the Forest's procurement staff.
 - For mobilization of personnel to an incident, Dispatch/Expanded Dispatch will make rental car reservations; however, the individual traveler will pay for the rental on their travel card. Key points:
 - Strongly discouraged an individual from paying for a rental car on their personal credit card; use of personal credit card puts the liability for the rental on the individual instead of the Government
 - For rental vehicles paid for on a Federal travel card, the extra liability insurance is not to be purchased
 - Remind personnel to utilize rental vehicles leased/rented by the incident/Buying Team when they arrive at the incident as these vehicles are allowed to go off pavement as part of the lease/rental agreement
 - Individuals driving a vehicle leased/rented on a government credit card must follow their Agency's driving policy as these vehicles are considered Agency vehicles
 - Rental vehicles are accountable government property; therefore they shall be tracked and accounted for accordingly.
- Causal Hire (AD) Employees:
 - Additional travel related direction is found in:
 - Forest Service Handbook (FSH) 5109.34, Chapter 10, Section E - Conditions of Hire
 - 2010 AD Travel Policy at:
 - http://gacc.nifc.gov/rmcc/administrative/fire_business/2010%20Forest%20Service%20Casual%20Hire%20Travel%20Process%20FINAL.pdf
 - and
 - <http://fswb.asc.fs.fed.us/bfm/programs/financial-operations/incident-business/documents/2010ForestServiceCasualHireTravelProcessFINAL.pdf>

- The process used for airline tickets for regular Forest Service employees is also applicable to AD employees hired by the USFS.
- If a rental vehicle is needed by an AD for incident assignment, every effort should be made pay for the rental vehicle on a government credit card by a purchasing agent, warranted credit card holder, or on the CBA.
 - For rental vehicles paid for by the AD on their personal credit card; the extra liability insurance should be purchased.
 - Remind AD personnel to utilize rental vehicles leased/rented by the incident/Buying Team when they arrive at the incident as these vehicles are covered by the Government and are allowed to go off pavement as part of the lease/rental agreement.
 - When driving a government leased/rented vehicle the AD falls under the hiring agency's driving policy (ie: AD hired by the USFS must have completed the Defensive Driving and have a valid Non-FS Employee Vehicle Operator's Identification Card).
 - AD must keep all receipts related to rental vehicle expenses including fuel, in order to be reimbursed for the expense.
- Cooperators:
 - Refer to Interagency Incident Business Handbook (PMS 907/NFES 1037) Chapter 10 – Personnel, Section 16 – Travel.
 - Ask Cooperating resources to see if any Agency specific travel regulations apply.
 - Cooperating resources (cooperators) are entitled to travel related expenses in accordance with their home agency policy.
- Contractors:
 - Refer to contractor's agreement for travel specific procedures.

CHAPTER 20:

PROCUREMENT

Upon arrival on the Arapaho-Roosevelt NF and Pawnee NG (ARF), the incident finance section and specifically the Procurement Unit Leader (PROC), if staffed, will be given the ARF Fire Book.

Information included in the ARF Fire Book can also be found on the Rocky Mountain Coordination Group web site at:

- http://gacc.nifc.gov/rmcc/administrative/fire_business.html

ARF Fire Book includes:

- Service and Supply Plan (SSP):
 - Buying Team(s) shall use their credit cards and/or checks when procuring from the source list in the SSP.
 - PROC may be allowed to use their credit cards with prior approval from either the Buying Team or the ARF Acquisition section.
 - Other IMT personnel will not be allowed to use credit cards when procuring from local sources without previous agreement between the IBA/IBS, Buying Team Leader (BUYL), and ARF Acquisition section.
 - All credit card or check purchases must be authorized on a resource order with an "S" number.
- Emergency Meal Agreements (EMA):
 - Buying Team(s) shall use their credit cards when procuring services from the Emergency Meal Agreement list.
 - Forest EMAs contain documentation and a faxable order form to enhance consistency for placing meal orders under the EMA.
- Lodging:
 - Buying Team(s) shall use their credit cards and/or checks when procuring lodging service.
 - Forest SSP contains a list of lodging facilities in local communities and a faxable order form to enhance consistency in establishing lodging accommodations. In addition, the Forest has several Blanket Purchase Agreements for lodging for individual Districts. These agreements are contained in the ARF fire book.
- Incident Blanket Purchase Agreements (I-BPA):
 - Pre-season Incident Blanket Purchase Agreements for the ARF have been completed utilizing the National (competitive) solicitation program as well as local agreements.
 - For additional I-BPA information, see Chapter 20 –IBPA of this document.
- Emergency Equipment Rental Agreements (EERA):
 - Pre-season EERA may not be established.
 - For additional EERA information, see Chapter 20 – EERA of this document.
- Rental Vehicles:
 - GSA has a contract awarded for rental vehicles. Contract is for incident support to fire, hurricanes, and other emergencies.

• Registered w/ CCR: ORCA

- GSA schedule program is called the Rental Supplemental Vehicle Program, Category 411-2.
- Consultation with the IBA/IBS will be necessary as the rental car process is currently under changes.
- For additional rental vehicle information, see Chapter 20 – Rental Vehicles of this document.
- Facility Agreements:
 - Incident Commander will identify desired locations for facilities to the IBA/IBS or AR.
 - IBA/IBS and Buying Team will coordinate the execution of the land use agreement.
 - Sample land use agreement forms may be found at:
 - http://fsweb.wo.fs.fed.us/aqm/incident/buying_teams/toolkit.php.
- Cache Items:
 - Local agency caches have limited ability to support larger fires (Type 1-3); recommend all cache orders be place through Region 2 - Rocky Mountain Cache.
 - All re-usable equipment and supplies (durable government property) procured on incidents will be demobilized to the appropriate cache or jurisdictional agency(s).
 - Coordinate dissemination of non-cache items with the jurisdictional agency(s).
- Contact List:
 - Additional contact information for the Forest and other Agencies can be obtained from the Fort Collins Interagency Dispatch Center.

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only
signature

Micro-Purchase Card Holders:

- Cardholders are responsible for adhering to their agency incident and procurement policies and the Interagency Incident Business Management Handbook, Chapter 20 and 30.
- Cardholders must obtain prior approval from the appropriate incident official such as the Finance Section Chief, Procurement Unit Leader, Agency Administrative Officer, or Forest Fire Duty Officer prior to using their purchase card while assigned to the incident.
- Federal/state/county/city employees will follow their agency policies for all procurements made for an incident.

Warranted Purchase Card Holders:

- Federal agencies can only pay State contracts that are countersigned by a Federal Contracting Officer.

1105 Series requirement

Additional procurement reference information can be found in the Interagency Incident Business Management Handbook (IIBMH), Chapter 20 – Acquisition and the Rocky Mountain/Great Basin Coordination Group IIBHM Supplement, Chapter 20 – Acquisition.

INCIDENT (COMPETED) BLANKET PURCHASE AGREEMENTS (I-BPA)

Current Incident Blanket Purchase Agreements (I-BPA) must be utilized prior to issuing any incident specific EERAs.

- Commercial contractor resources on the Fort Collins Dispatch Center Dispatch Priority List (DPL) must be exhausted before filling equipment orders with out of area or incident specific EERA commercial contractor resources.

- Dispatch Priority Lists can be found at:
<http://www.fs.fed.us/business/incident/dispatch.php>.
- VIPR Priority Dispatch List can be found at:
<http://www.fs.fed.us/business/incident/dispatchlookup.php>.
- The jurisdictional agency(s) for the incident is responsible for payment of the I-BPAs, regardless of which FEDERAL agency signs up the equipment.
- Incident Management Team is required to send paperwork including signed copies of all I-BPA's to the ASC payment center.
 - Send all original documents with the payment.

LOCAL (UNCOMPETED) BLANKET PURCHASE AGREEMENTS (BPA's)

- Local policy shall apply.
- Cooperating agencies, who are participants to these operating guidelines, can use BPAs established by another agency, with their approval.
- Coordination and notification must be made to the host of that BPA to avoid duplication of payment to the vendor.
- Informally uncompleted BPA shall be paid with a credit card, within the purchaser's authority.

EMERGENCY EQUIPMENT RENTAL AGREEMENTS (EERA)

Incident specific EERAs cannot be issued until resource order is checked for agency and cooperative resources availability, pre-season competed I-BPAs, and Dispatch Priority list.

- If an EERA is determined as needed by the Buying Team, then they may be established on an incident-only basis.
- If the contract resource is within the VIPR competed resource category, all resources signed up by the Buying Team must be at 90% of the lowest rate of the VIPR vendor for that resource category.
 - VIPR 90% reports can be found at:
<http://www.fs.fed.us/business/incident/viprreports.php>.
- Resources obtained through an incident only EERA may not be re-assigned to another incident.
- If resource(s) obtained through an EERA is needed for another local incident, a separate agreement must be negotiated by a procurement official.
- EERA expires upon release of the resource from the incident.
- Ensure a block of EERA numbers is assigned and retain a copy of the Rocky Mountain/Great Basin Chapter 20 supplement for rates or the VIPR 90% report for the resource, whichever applies.
- Only the originating Contracting Officer has the authority to modify any EERA.
 - Incident Management Teams will not make changes to established Emergency Equipment Rental Agreements (EERA).
 - If an addition or change is needed for the incident, the PROC will establish a new incident specific agreement.
- If corrections or changes are necessary to the original agreement and the originating Contracting Officer is not available, a new EERA will be required.

- EERA's/EERA Use Invoices shall not be paid by credit card.
- All EERA payments will be routed to ASC per direction at:
 - <http://fswb.asc.fs.fed.us/bfm/programs/financial-operations/incident-business/EERANon-Aviation.php>.
- Inspections, by authorized personnel, of contract equipment shall be performed prior to work on and upon release from an incident.
- Incident Management Team is required to send paperwork including signed copies of all EERA's to the ASC payment center.
 - Send all original documents with the payment.
- A copy of the payment package shall remain with the jurisdictional agency in accordance with FSH 6209.11, Chapter 40.
- All EERAs will be processed for payment in accordance with jurisdictional agency's procedures.
- The jurisdictional agency(s) for the incident is responsible for payment of the EERAs, regardless of which FEDERAL agency signs up the equipment.

COOPERATIVE AGREEMENTS

- Several cooperative agreements involving billing, cost share, resource rates, and other fiscal processes are located in the Fort Collins Interagency Dispatch Center. These agreements include:
 - Colorado State Master Agreement
 - Annual Operating Plans (AOP)
 - Cooperative Resource Rate Form (CRRF)

LAND USE AGREEMENTS

- If no agreement exists, the Incident Management Team will coordinate with the agency's procurement personnel to obtain current rates paid to landowners and local perspective on price reasonableness.
- Procurement official shall use the Emergency Facilities and Land Use Agreement form.
- On Federal incidents, only warranted Contracting Officers may negotiate and sign Facility and Land Use Agreements.
- A list of land use agreements and the location of documents in the Buying Team filing system will be provided to the jurisdictional agency upon closeout.
- If the Buying Team is making periodic payments for any of the agreements, include copies of payment documentation to the land use lessee.

CLAIMS

- Contract Claims:
 - Only warranted Contracting Officers can settle contract claims.
 - Exception: The IMT Procurement Unit Leader (PROC), with contracting authority, may be delegated the responsibility for settling contract claims at the incident. If there is not a PROC available, the Buying Team Leader may settle claims within their delegated contracting authority.

- Tort and Employee Claims:
 - Claims must be settled in accordance with the jurisdictional agency's procedures.
 - Incident's Agency Claims Liaison will be available to support the Comp/Claims Unit Leader when issues arise that might require research of unusual situations, authorities, etc.
 - Incident Management Team is responsible for:
 - Notifying the AA or AR immediately upon receiving report of any large claim or potential claim.
 - Conducting thorough investigation and documentation of the circumstances of any claim or potential claim.
 - Auditing of claim documentation.
 - Submitting all original claims documentation including:
 - log of all claims
 - defining what is included in claim documentation package
 - what follow-up is needed on each claim
 - Ensuring the fire claim case file is enclosed in an Incident Claims Case File Envelope (OF-314).
 - Claims information will be given to the incident's Agency Claims Liaison at the end of the incident and clearly marked copies shall be placed in the incident documentation package.
 - Each jurisdictional agency is responsible for processing their agency's tort claim information. The ARF process for tort claims includes:
 - IMT shall coordinate with the Forest Claims Liaison on any potential claim.
 - IMT or Forest Claims Liaison will send the Incident Claims Case File Envelope to the ASC - Claims Branch for processing.
 - Claims packages must be transmitted to ASC promptly at the end of each incident.
 - IMT will provide employee with original claim documentation of potential employee claims when they are released from the incident; employee will need to coordinate with their Forest Claims Liaison.
 - Copies of documentation of all potential employee claims will remain in the incident finance package.

RENTAL VEHICLES

- Incident Management Teams are expected to manage the number of rental vehicles used on incidents and keep the number to a minimum.
- Prior to obtaining rental vehicles, Incident Management Teams and Buying Teams need to contact jurisdictional agency's Fleet Manager(s) regarding the availability of agency vehicles.
- GSA has a contract awarded, approximately 5 contractors, for rental vehicles. Contract is for incident support to fire, hurricanes, and other emergencies. Information regarding these contracts is available at:
 - <http://www.gsaelibrary.gsa.gov/ElibMain/SinDetails?executeQuery=YES&scheduleNumber=48&flag=&filter=&specialItemNumber=411+2>

- To ensure travel reimbursement for rental vehicles, individual travelers should have approval to rent a vehicle noted on their resource order. Individuals, who rent a vehicle without having been pre-approved by the incident, may not be reimbursed for this cost.
- Any individual renting vehicles will be responsible for that vehicle during the full rental term of that vehicle.
- Vehicle rentals will not be transferred to Buying Team or Administrative Unit procurement personnel.
- AA or AR will have the authority to immediately release any rental vehicles from an incident that are not critical to the function of the resource position.

LEASE/RENTAL VS. PURCHASING OF EQUIPMENT

Coordinate the lease or rental of equipment versus acquisition (purchase) with the Agency Administrator working through the IBA/IBS or AR.

- Lease/Rental:
 - As a general rule, lease or rent equipment rather than purchase equipment.
 - Use the following strategies to manage costs:
 - Rates should be established following standard commercial practices.
 - Daily, Weekly, and Monthly rates should be utilized depending on the duration, type of equipment, etc.
 - Payment will be at the rate (daily, weekly, monthly) that is most beneficial to the Government.
 - It may be appropriate to include a provision for conversion to Government ownership after a specified period of lease/rental considering the purchase factors listed under the Purchasing section.
- Purchasing:
 - When advantageous to the Government, purchase rather than lease equipment.
 - Consider and document all of the following factors when purchasing equipment:
 - Total cost of purchase versus lease/rental
 - Cost of handling, storage, and disposal
 - Potential for use on future incidents
 - Capability and availability of fire cache storage
 - Maintenance and other service costs
 - Technical approvals, if needed.

SUPPLEMENTAL FOODS

The Incident Management Team will follow the Supplemental Food Policy as stated in the IIBMH, Chapter 20, Section 25, 25.4 - Subsistence and Lodging Provisions, #3 – Supplemental Foods. Exceptions to this policy shall have prior written approval by the AR or IBA/IBS before obtaining supplemental items.

meant for nutritional needs of firefighters

See Appendix D for a listing of restricted items.

Dried / Fresh fruit

Gatorade

*Supp. Foods meant for ~~fire~~ fireline employees only
Can provide to ATB*

INCIDENT PURCHASING AND SUPPLY REPLACEMENT PROCESS

The IMT will adhere to the Interagency Incident Business Management Handbook and agency specific direction related to the procurement and replacement of service, equipment, and supplies.

- **Out of Area Incidents - Meals and Lodging Services:**
 - Single Resource Ordered for an Incident:
 - Government issued travel card, travel advance, personal credit card, or cash shall be used for travel related items such as lodging and meals.
 - Individual must track any expenses provided for by the government including meals received at incident or hosting unit so expenses are not claimed on the individual's travel voucher.
 - Crews/Multi-Person Modules Ordered for an Incident:
 - Government purchase card may be used to provide travel related items such as lodging and meals to groups of firefighters including the module leader/supervisor and those who may have government issued travel cards (FSH6309.32, Part 4G13, Section 4G13.301-73, 2iii)
 - Purchaser of meals and lodging is responsible to ensure the meal and lodging costs are commensurate with the per diem rate for the area in which the services were obtained.
 - Per Diem rate for meals is applied to each individual meal; therefore a group total cannot be used.
 - Purchaser (micro-purchase card holder) of meals and lodging is responsible for tracking information related to the purchase including:
 - Number of meals/rooms
 - Type of meal (breakfast, lunch, dinner)
 - Type of rooms (single, double)
 - Do not assume a 20 person crew will need 10 double rooms, may have odd number of male and females on crew; same holds true for Engines, Helitack, etc.
 - Vendor name, address, and contact information
 - Date and time received
 - Delivery date, time and location
 - Agency requesting meals/lodging
 - "S" number issued, incident name, job code
 - In some cases individuals will need to sign for their meals (ie: eating in restaurant)
 - If driver is picking up meals purchased, ensure they sign for meals and provide the purchaser the receipt, date and time received from vendor, and delivery location and date and time.
 - Crew Supervisor/Module Leaders shall coordinate with the purchaser and crew member's home unit to provide travel related expenses paid for by the government, so expenses are not claimed on the individual's travel voucher.

- **Severity Assignments:**

- Purchase cardholders are expected to follow agency and local purchasing regulations for the use of a government purchase card for severity assignment (FSH 6309.32, Part 4G13, 4G13.301-73, 2iii):
 - “Under Severity, an employee must use the individual travel card for his/her meals but may use the purchase card for the crew’s lodging and meals.”
- For those areas in the regulations not having clear direction the following guidelines will be used severity resources visiting the Forest and for ARF employees on out of area severity assignments:
 - Non-warranted micro-purchase cardholders may pay for travel related items as long as they do not exceed their daily and monthly purchase authority. The Crew Supervisor/Module Leader may not use the purchase card for their own travel expenses while on a Severity job code.
 - Warranted cardholders will be expected to pay for severity resources on the ARF if the expected length of assignment is three days or longer.
 - If a local micro-purchase cardholder is not available, the out of area resource may pay for travel related item on their micro-purchase card (if allowed by the resource’s home unit).
- Crew Supervisor and/or Government purchase cardholder is responsible for ensuring meals and lodging provided for on a purchase card is commensurate with the per diem rate for the area in which the services were obtained.
- Per Diem rate for meals is applied to each individual’s meal; therefore a group total cannot be used.
- Crew Supervisor/Module Leaders shall coordinate with the purchaser and crew member’s home unit to provide travel related expenses paid for by the government, so government provided expenses are not claimed on the individual’s travel voucher.

- **Equipment and Supply:**

- Extended Attack or Type 3 Incidents on ARF:
 - Agency Administrator, Incident Commander, or Fire Duty Office will be responsible for reviewing and approving incident replacement requisitions on extended attack or Type 3 incidents occurring on the ARF.
 - Equipment and supply orders will be filled according to agency policy and local incident operating guidelines. Local operating guidelines include:
 - Replacement of equipment and durable supplies will be based on the module’s (Engines, IHC, Type 2 Crews, Helitack, etc.) inventory list.
 - Equipment and/or supplies *available* on the incident will be filled prior to the resource being demobilized to their home unit.

- Equipment and supplies *unavailable* at the incident and the requesting resource is *not being immediately demobilized*, the ARF will place an order for needed item(s).
- Equipment and supplies *unavailable* at the incident and resource is *immediately demobilized* a "S" number will be issued and given to requesting resource so order can be filled at resource's home unit.
- Non-cache items will need approval from the Forest Duty Officer or designee and in accordance with replacement of non-cache direction. If request is approved, the requesting resource will need to provide the ARF with verification of damage or destruction of the equipment before a "S" number will be issued.
- Individual personal property lost or damaged must be replaced by filing an Individual Employee Claim (AD-382 or DI-570).
 - Replacement authorization must be included on requisitions.
 - Approval authority is limited to the Agency Administrator or delegated representative (Incident Commander or Fire Duty Officer).
- Type 1 or 2 Incidents on ARF:
 - IMT will be responsible for incident replacement requisitions when assigned to an incident on the ARF.
 - IMT will work in conjunction with the IBA/IBS for equipment and supply orders involving non cache items, local purchases, and/or purchase of property, sensitive equipment, or items of substantial cost.
 - Equipment and supply orders will be filled according to agency policy and local incident operating guidelines. Local operating guidelines include:
 - Replacement of equipment and durable supplies will be based on the module's (Engines, IHC, Type 2 Crews, Helitack, etc.) inventory list.
 - Equipment and /or supplies *available* on the incident will be filled prior to the resource being demobilized to their home unit.
 - Equipment and supplies *unavailable* at the incident and the requesting resource is *not being immediately demobilized*, the Supply Unit will place an order with the fire cache for the needed item(s).
 - Equipment and supplies *unavailable* at the incident and resource is *immediately demobilized* an "S" number will be issued and Incident Replacement Requisition (OF-315) completed by the Supply Unit Leader.
 - Incident Replacement Requisition will be forwarded to the requesting resource's geographic cache. If the Supply Unit is unable to forward the OF-315, they will provide the requesting resource a copy of the "S" number and Incident Replacement Requisition.
 - Non-cache items will need approval from the IMT in consultation with the local IBA/IBS. If replacement is approved, the requesting resource will need to provide verification of damage or destruction of the equipment before an "S" number will be issued.
 - Contact ARF procurement personnel to obtain a block of EERA numbers for use by the PROC.

- The incident PROC with delegated contracting authority are responsible for settling all claims involving equipment agreements on the incident.
- PROC or FSC shall coordinate with ARF procurement officials on all equipment claims.
- Authorization must be included on requisitions. Approval authority is limited to incident's Supply Unit Leader, Logistics Section Chief, Support Branch Director, Incident Commander, or Agency Administrator or representative.

RECYCLING

The Incident Management Team is expected to coordinate incident recycling with the local unit's representative.

- Ensure arrangements are made with local recyclers to remove and recycle plastic, paper, metal, glass, etc.
- Donation of non-reusable/excess non-perishable food items to local charitable items is permissible.
- Expanded Dispatch will assign "S" numbers for recycling services for the duration of the incident.

PAYMENTS

- National Level Payments:
 - AR and IBA/IBS will visit all incident camps and expanded dispatch and work with the finance and logistics sections to ensure accuracy of record keeping and payment processes.
 - AR will meet with an IMT finance section representative prior to team closeout.
 - Payments the USFS is responsible for will be processed per agency and Albuquerque Service Center (ASC) direction. Information regarding this direction can be found at:
 - <http://www.fs.fed.us/fire/ibp/>
 - <http://fsweb.asc.fs.fed.us/bfm/programs/financial-operations/incident-business/>
- Forest Level Payments:
 - Forest representative will visit all incident bases or camps and expanded dispatch to work with the finance and logistic sections to ensure accuracy of payment processes.
 - Invoices will be forwarded to the designated location as soon as completed to ensure timely payment to vendors and contractors.
 - Invoices submitted at closeout of the incident are to be hand-delivered to the designated person by a Finance Section Representative (who will be able to discuss incomplete payments or those requiring additional clarification).
 - EERA invoices will be submitted to the host Forest every two (2) weeks for processing. Contact the IBA/IBS for approval if wanting to use alternative processes to those stated above.

- All EERAs and files from the incident camp shall be returned to the ARF Supervisors Office. These packages are needed to confirm if the invoices are ready for payment or certifiable.
- Documents are to be completed in a legible and professional manner and include:
 - Copy of signed contract or agreement.
 - Those to be paid by the Forest Service must be input into the FFIS VEND TABLE.
 - Inspection forms (both pre-use and release) with any claims noted.
 - Shift tickets for all days covered that are signed by both parties.
 - Invoice, completed and signed by both parties, with supporting documents of items paid by the Contractor.
 - Any potential claim(s) resolved and/or documented.
- Settlement of claims against EERA's shall be in accordance with the IIBMH, Chapter 20, and Section 27.6.
- The Operating Guidelines are the preferred method, however procedures can be flexible to satisfy the needs of the host Forest's Buying Team and the Finance Section Chief.

USING CREDIT CARDS FOR PAYMENT

Government-issued credit cards (CC) may be used to make vendor payments during incident and emergencies only as described below:

- Government CC may be used to make vendor payments when using the source list in the ARF Service and Supply Plan (SSP).
- When using a BPA, the Forest Procurement Office will make payment unless otherwise authorized by the BPA.
- A resource order number must support all payments (ie: "S" number).
- In addition to the requirement of 28.1 of the IIBMH, the fiscal copy of the CC shall be included in the file. Invoices shall be clearly marked with the CC number, the CC holder name, and the payment date.
- A copy of the paid invoices shall be included in the close out package and a copy shall be sent to the ARF's Acquisition Office.
- Payments shall stay within the CC holder's authority or the transaction limitations.

Accrual

INCIDENT ~~ACCURAL~~ ACCOUNTING PROCEDURES:

- Incident Management Team and Buying Team will need to coordinate the submission of incident costs with the Forest Budget Officer.

-ISUITE prepares accruals for Cost Estimates automatically or gather cost through budget officer

Establish if threshold ~~is~~ crossed, need to submit to ASC-

*Report per incident
IF over \$25000 of eligible expenses
report each day*

CHAPTER 30:

PROPERTY MANAGEMENT

Property Management direction for incidents can be found in the Interagency Incident Business Management Handbook, Chapter 30- Property Management.

- Incident Management Team (IMT) shall place a high priority on property management and accountability.
- IMT Logistics/Finance section will review property checkout and return procedures to ensure proper accountability is established.
- AR or IBA/IBS will ensure property issuances and check out and return procedures are in place.
- IMT will ensure all incident property is recovered and/or properly disposed of at the end of the incident.
- Property and records must be transitioned to the incoming IMT or the AR at time of incident closeout. Signature is required upon transfer/acceptance of property from one group to another.
- All lost, damaged, or destroyed property items shall be documented on the appropriate Agency form signed by the employees' incident supervisor and processed in accordance with IMT procedures.
- All cache items will be returned to the appropriate cache in accordance with agency procedures.
- All procured non-cache property left with the Forest at the close of the incident will be properly transferred utilizing the Property Transfer form (AD-107).
- IMT will work with the Forest's Property Management Specialist for transfer/disposal of all non-cache items, especially high risk items such as chainsaws, GPS units, and other items with residual value to the Government.
- Any personal property purchases or replacement items, paid for with incident funds, must be documented and approved by the AR or IBA/IBS prior to submitting the request to the Buying Team or home unit for procurement.
 - Purchases of items or services provided under the incident Commissary procedures.
- Incident replacement process, as outlined in the IIBM, shall be followed.

CHAPTER 40:

BUYING TEAM PROCEDURES

ARF Acquisition personnel will be used for all Buying Team activities until the workload becomes such that a non local Buying Team must be ordered.

- AR or IBA/IBS in coordination with the Forest Fire Duty Officer, will have final decision on the ordering of a non-local Buying Team
- Buying Team will work directly for the AR or IBA/IBS and will provide procurement services for the IMT.
- Equipment and supply resource orders will go directly from the incident's Supply Unit Leader or Ordering Manager to the equipment/supply desk in Expanded Dispatch via radio, phone, electronic transfer, or fax.
- Expanded Dispatch will order all National Interagency Fire Center (NIFC) and local fire cache items.
- Buying Team will order all local purchases and equipment.
- These procedures may be revised or amended as directed by the AR or IBA/IBS.
- Any payments made with credit cards or checks will be fully documented and attached with resource order(s).
- Duplicate copies of all documents will be provided to the Acquisition Management Group.
- Reference the "National Interagency Buying Team Guide" for direction on consistent filing and uniform processes.
- Buying Teams, not caterer, shall procure drinks and fresh fruits as supplemental food items for the incident camp, Jeffco Air Tanker Base, and Expanded Dispatch.
- AR or IBA/IBS will coordinate with the local Acquisition Office's representative and Buying Team Leader regarding tentative release date for the Buying Team. Once a tentative release date is determined the AR/IBA/IBS will confer with the Forest Fire Duty Officer and a determination will be made as to the actual release date of the Buying Team.
- Buying Team Leader shall visit the Incident Command Post (ICP) at least once within the first few shifts of incident operations. Buying Team trainees should also visit the incident command site as part of his/her training plan.
- Supply Unit Leader will be responsible for organizing orders into two categories:
 1. NFES cache items
 2. Non-NFES cache items (local purchases)
- NFES cache items will proceed through the cache system by the Supply Unit Leader.
- Orders with NFES cache items will only be turned over to ARF Acquisition or the Buying Team after all cache options are exhausted.
- Non-NFES cache items will be forwarded to the ARF Acquisition staff or the Buying Team for processing.

CHAPTER 60:

LAW ENFORCEMENT AND INVESTIGATIONS (LE&I)

- Incident law enforcement personnel will coordinate with the Safety Officer, Procurement Unit Leader, and the Comp/Claims Unit Leader regarding non-criminal investigations such as claims, motor vehicles accidents, etc.
- Coordinate with local agency law enforcement personnel for any planned use of Sheriff's Office personnel on the incident.
- Sheriff's Office personnel should be covered under the Cooperative Law Enforcement Agreements that are in place with each County.
- Incident security activities such as traffic control, camp security, etc. may be handled by law enforcement personnel assigned to the incident or other local law enforcement personnel (ie: County Sheriff).
- Use unarmed security personnel when cost effective and appropriate to the security activities needed.
- Coordinate the decision to use contract security personnel with the incident's Law Enforcement Liaison.
- Agency Law Enforcement will be notified immediately for any incidents in need of a criminal investigation.

CHAPTER 80:

COST ACCOUNTING AND COST SHARE AGREEMENTS

- Cost Share Agreements:
 - Jurisdictional agencies are responsible for negotiating and completion of cost share agreements.
 - Cost share agreements should be negotiated, as soon as possible, when incident impacts or is likely to impact more than one jurisdiction.
 - On multi-jurisdictional incidents, all cost information should be regularly tracked and shared with each responsible agency.
 - When possible use of the I-Suite module is desirable.
 - Refer to Appendix E for additional information regarding Incident Accruals for the USFS.
- I-Suite:
 - I-Suite will be utilized on all Type I or Type II incidents; including the Resources, IAP, Time and cost modules. Use of the Supply and Injury/Illness modules is optional.
 - Utilize the ROSS to I-Suite data transfer for personnel assigned to the incident to populate into your incident's I-Suite database.
 - Ensure I-Suite backup procedures are conducted on a regular basis.
 - For Type 3 incidents; all efforts should be made to utilize the I-Suite database for personnel and cost tracking.
 - Appropriate personnel should be ordered to accomplish the successful implementation of I-Suite.
 - Refer to Appendix E for additional details on obligation reporting requirements and the required daily COST reports.
 - IMT's are required to upload the I-Suite database to the I-Suite Repository at the end of the IMT's assignment.
 - An electronic copy (CD, flash drive, etc.) of the I-Suite database should be made for each jurisdictional agency and be included in the Final Incident Package.

IMT CLOSEOUT:

- Prior to closeout Finance Section Chief will meet with AR or IBA/IBS and Procurement Contact to review the complete finance package.
- IMT shall follow direction in the IIBMHB for Finance Package, Chapter 40-Business Coordination, Section 47-Exhibits 01-06. IMT shall ensure the following items are included in the closeout package:
 - Copy of the Delegation of Authority
 - Copy of Cost Share Agreements
 - Copy of Land Use Agreements:
 - Provide list of land use agreements and the location of the documents in the Buying Team filing system.
 - If the buying team is making periodic payments for any of these agreements, include who is documenting receipt and how the payment is being made.
 - I-Suite cost report plus electronic copy of reports
 - Hard copy of WFDSS
 - Copies of EERA payment packets, and transmittals to ASC.
 - See EERA details in Chapter 20 for additional information
 - Copies of OF-288 Firefighter Time Reports (FTR) for all personnel assigned to the incident
 - Cost Containment Analysis
 - Provide contact information for all individual's with responsibility for the M-Log, include all base and spike camps for incident; coordinate with comp/claims unit.
 - Other procurement documents
 - Provide a list of the IMT's Command and General Staff and Unit Leaders contact information including name, address, and phone number(s) for follow-up questions.
 - Documentation of property inventory
 - Property inventories
 - Copies of Incident Only EERA's. See Chapter 20 for additional information.

The CLOSEOUT PACKAGE ON THE INCIDENT WILL BE **HAND DELIVERED** TO THE AGENCY REPRESENTATIVE OR DESIGNEE BY THE IMT's FINANCE SECTION CHIEF OR REPRESENTATIVE; THIS INDIVIDUAL MUST BE ABLE TO DISCUSS INCOMPLETE PACKAGES OR THOSE REQUIRING ADDITIONAL ATTENTION AND CLARIFICATION

BUYING TEAM CLOSEOUT:

- Prior to incident closeout Procurement Unit Leader will meet with the Buying Team Leader or Forest Procurement Office to review documents to be transferred to the buying team or host Forest. Items to be included in the closeout package:
 - Supplemental Foods:
 - Any standing orders?
 - How they are being handled
 - Which ones are still standing.... most likely will be newspapers, ice, supplemental food items, etc.
 - Include all documentation on standing orders
 - Buying Team Special Procedures:
 - Identify if Buying Team has set up any special procedures for items (i.e. propane, laundry, rental vehicles, saw parts, computers, photo development)
 - Leave detailed instructions on what has been set up
 - Who initially set it up
 - Vendor and incident contacts
 - How payments have been handled
 - Medical:
 - If the Buying Team is paying for any medical – comp/claims, provide information on what has been set up and how the payments have been handled.

APPENDIX A
Incident Business and Agency Contacts

Authority/responsibility for Incident Business Administration practices is delegated to the following agency personnel:

Title	Name	Office Phone	Home Phone	Cell Phone
Agency Administrator: Forest Supervisor	Glenn Casammasa	970-295-6601		
Agency Administrator: Deputy Forest Supervisor	Jacqueline Parks	970-295-6602		
Agency Administrator: District Ranger (Boulder)	Christine Walsh	303-541-2505		
Agency Administrator: District Ranger (Canyon Lakes)	Kevin Atchley	970-295-6711		
Agency Administrator: District Ranger (Clear Creek)	Daniel Lovato	303-567-3001		
Agency Administrator: District Ranger (Sulphur)	Craig Magwire	970-887-4124		
Agency Administrator: District Ranger (Pawnee NG)	Lori Bell	970-346-5003		
Agency Representative: Forest Administrative Officer	Robin Winston	970-295-6694		
Agency Representative: Eco Group Leader	Hal Gibbs	970-295-6630		
Agency Representative: Forest Fire Management Officer	Geoff Bell	970-295-6631		970-217-9814
Agency Representative: Forest Assistant Fire Management Officer	Kelley Melott	970-295-6639		970-219-9488
Agency Representative: FTC Dispatch Center Manager	Irene Mora	970-295-6830		
Agency Representative: NZ Fire Mgmt. Officer (Canyon Lakes/Pawnee)	Dave Hamrick	970-295-6780		
Agency Representative: NZ Fire Asst. Mgmt. Officer (Canyon Lakes/Pawnee)	John Weber	970-295-6781		
Agency Representative: SZ Fire Mgmt. Officer (Boulder/Clear Creek)	Will Briggs	303-541-2520		
Agency Representative: SZ Asst. Fire Mgmt. Officer (Boulder/Clear Creek)	David Buchanan	303-258-9193		
Agency Representative: District Fire Mgmt. Officer (Sulphur)	Paul Mintier	970-887-4128		
Incident Business Specialist: R2 Incident Business Specialist	Denise Tomlin	303-275-5316		303-378-0785

AGENCY CONTACTS

Title	Name	Office Phone	Home Phone	Cell Phone
Human Resources: ARF/MBR Liaison	Lila Coca	307-745-2333		
Financial Management: Forest Budget Officer	Tracey Parrish	970-295-6686		
Acquisition/Contracting: R2 Fire Contracting Specialist	Kimberly Luft	303-275-5405		
Acquisition/Contracting: RO Contracting Specialist	Christina Schofield	970-295-6635		
Information Resources: Information Technology Specialist	Todd Butler	970-295-6675		
Telecommunications/CIO: CIO through ASC	CIO through ASC	866-945-1354		
Agreements: Grants & Agreements Specialist	Becky Cuthbertson	970-295-6687		
Workers Compensation/OWCP: WC through ASC	WC through ASC	877-372-7248 Opt. # 2		
Claims (Non-Contract): Forest Budget Officer	Tracey Parrish	970-295-6686		
Law Enforcement: LEI Patrol Captain	Vacant	970-295-6678		
Law Enforcement: Special Agent	Kim Jones	970-498-2507		
Fleet: Forest Fleet Manager	Saul Engle	303-541-2526		303-827-5997
Safety: ARF Safety Manager	Vacant	970-295-6672		
Property Management: ARF/MBR Property Management Specialist	Pricilla Foster	307-745-2453		
Recycling:	Contact District Office for Recycling Representative (determined by incident location)			

APPENDIX B
INCIDENT BUSINESS ADVISOR DELEGATION OF AUTHORITY

Date:

Route To:

Subject: Delegation of Authority, Incident Business Advisor

To: Incident Business Advisor, _(Host Agency)_____

This letter authorizes (*name*)_____ to act as an Incident Business Advisor (IBA) for the _____ (*unit name*) and Incident Management Teams assigned to incidents on the _____ (Agency). The IBA works as a liaison and advisor between the _____ (Agency) and the Incident Team(s) for all issues related to incident business management.

Specific responsibilities include:

- Maintaining close communication with the Incident Commander, Finance Section Chief, and other members of the Incident Management Team, Area Command Team, and other administrative sections within the host agency.
- Coordinate with Finance Section Chief for a daily flow of information. This will include a report of current progress of incident business administration operations and copies of the current cost projections and obligations.
- Attends incident planning meetings. Represents the agency and assists the Incident Management Team in strategic planning, transitions or significant changes in status.
- Provides guidance to administrative representative or agency administrator for the need to assign a Liaison to ensure all payment packages are complete prior to transmittal to a Payment Center.
- Represents the agency in cost management activities and works with the team to ensure cost control measures and other fiscal controls are in place. Specifically, the IBA will monitor, track and document their involvement in cost containment items such as WFSAs, Cost Share Agreements, and daily costs/obligations COST reports. Special emphasis will be placed on reviewing large cost centers.
- Will review questionable orders as requested by the Buying team or Expanded Dispatch, and hold until clarification is made with the IMT. Questionable items, which cannot be resolved between the IMT and the IBA, will be discussed with the Agency Administrator for resolution.
- Provides advice to the agency and the Incident Management Team(s) concerning local, regional and national incident business management policies. The IBA will provide communication links, guidance, and advice to facilitate efficiency in business management practices.

- Reviews incident business administration practices to ensure compliance with approved practices, and obtains necessary information or interpretations of laws, regulations, and agreements as needed to efficiently and effectively accomplish administrative practices.
- Specifically monitors business administration activities at Expanded Dispatch, Buying Teams, ICP or any other sites that may support the incident. The IBA has full access to any and all administrative functions of the incident, and is expected to make frequent site visits to all support locations.
- Verify the Incident Management Team has an established process to ensure that property is tracked, recovered, and/or disposed of properly on the incident
- Advises the Incident Commander, Agency Administrator, agency administrative representative and/or interagency coordinating groups such as MAC and Area Command teams of the need for special support units such as Buying Units, Payment Liaison Teams, Claims Teams, or other support as needed.
- Participates in the Incident Management Team initial briefings and exit meeting and provides a critique of team incident business activities to both the Agency Administrator and the team.
- Represents the agency in other related activities as needed and identified by the Agency Administrator or as requested by the Incident Commander or Area Command.
- May serve in the same role as identified above in BAER and post fire activities.
- Provides briefings to the Agency Administrator, MAC, Area Command and agency administrative representative, as needed.
- Other: _____

The Agency Administrator is the primary point of contact, but coordination will be maintained with

_____.

(Agency Administrator)

cc: Unit Managers

Incident Management Team

APPENDIX C
INCIDENT BUSINESS ADVISOR NARRATIVE FORMAT

INCIDENT NAME:

INCIDENT NUMBER:

INCIDENT LOCATION:

INCIDENT AGENCY(S)

DATES ASSIGNED:

**AGENCY EXPECTATIONS AND ASSIGNED ROLES
AND RESPONSIBILITIES:**

**PROCEDURES AND PROCESS THAT WORKED
WELL:**

**AREAS THAT NEED IMPROVEMENT AND
RECOMMENDATIONS:**

**DOCUMENTATION OF DECISIONS, POLICY
ESTABLISHED OR CHANGED:**

INCIDENT AGENCY FOLLOW- UP NEEDED:

Signature:

Date

Home Office Telephone Number:

Home Office Address:

Email Address:

APPENDIX D Restricted/Prohibited Items

LIST OF RESTRICTED SUPPLIES/ITEMS

The following items are either restricted, or limited in some manner, from purchasing during incident operations. However, a contract commissary may provide some of these items for purchase by incident personnel with the permission of the Incident Commander (IC). Assigned Procurement Unit Leaders and/or Buying Team Leaders will refer to this list when purchasing supplies and services for incident operations. Restricted Purchases and/or Rentals include:

1. Alcoholic beverages of any type.
2. Clothing, buttons, stickers, hats, etc. with special or specific printing, coloring, or logos.
3. Pillows or sleeping bags (other than regular GSA, fire cache types).
4. Plants or flowers.
5. Orders for specific magazines, newspapers, or other literature. Local newspapers will be limited to 10 copies per incident per day with two different varieties of newspapers, as described by appropriation law.
6. Repairs or improvements to GSA or WCF vehicles unless needed for suppression activities.
7. Motels, hotels, or other commercial rooms for overhead and other personnel located in an area where an incident camp exists.
8. Extravagant or specialty foods. Compliance with Chief's Incident Accountability 2003 Action Plan, Issue 5.1.
9. Barbers will only be provided for the military at their request.
10. Anything not a direct need for suppression of the fire or essential to the incident.
11. Rental or purchase of recreation equipment such as all varieties of televisions, VCRs, cable and internet hookups (for other than work necessities), and the like must be approved in writing by the IBA prior to requesting.
12. The Government is not permitted to pay for the installation of telephone lines for personal use. The telephone vendor could install pay phones at no expense to the Government.
13. Walkie-Talkie and Two-Way (family service) radios are not permitted for use for official Government business in an incident base camp.

All equipment and personal property purchased will be transferred to the ARF. Rental equipment, with owner's concurrence, will have a lease purchase clause inserted in the procurement document. Exceptions to this policy shall have prior written approval by the IBA before obtaining items.

Specialty Items/Services:

The Agency Administrator has the authority to establish additional purchasing restrictions or limitations on specialty items. This authority may be delegated to the AR or IBA/IBS in writing. The following list is not all inclusive and agencies should add items as necessary. (Host incident Agency Administrators need to designate the level of approval – i.e. FSC has authority to approve the purchase of cameras or the AR/IBA/IBS is the approving officer for cellular telephones).

Item	Approval Level	Item	Approval Level
Cameras (digital, still, video)		Cellular telephones	
GPS units		Satellite telephones	
Scanners		Printers	
Handheld radios and LMR		Laptop computers	
Jump drives		Copy Machines	
FAX machines		EERA's for specialty items with AD employees	

*Procurement officials must follow agency regulations when purchasing any of the above items. (Property will be contacted to issue property numbers as required.)

When ordering mobile GIS and office services, due to the high cost, IMTs are required to provide written justification to support the need of these resources.

APPENDIX E

Costs

Incident Accruals (FOREST SERVICE ONLY)

All pertinent information related to accruals can be found at:

<http://fsweb.asc.fs.fed.us/bfm/programs/financial-operations/incident-business/>

1. The **Agency** field is accurately entered based on the hiring agency.

Paid By	Agency
Forest Service EERA or other contract	PVT
State Govt.	Two letter state identifier.
Local Govt.	CITY, CNTY or RUR
Non-FS Federal Govt. Agency	BIA, BLM, NPS or FWS
Aircraft under OAS Contract	OAS
Meteorological support from NWS	NOAA
Casuals	Hiring Agency

2. The Contract Agency field is the agency that makes the initial payment to the resource.
3. **Time is posted to TIME within 72 hours** of the completion of a shift.
4. **Accurate Check In and Release dates** are entered in a timely manner.
5. **The incident state** is entered in the Incident table as the two letter state identifier.
6. For resources, paid by the **state**, confirm that accurate rates are used.

APPENDIX F
Delegation of AD Hiring Authority

File Code:

Date:

Route To:

Subject: Delegation of AD Hiring Authority

To: Incident Commander

I am delegating the authority to hire casual employees to the Incident Management Team, specifically to the Finance Section Chief, Time Unit Leader and/or Procurement Unit Leader.

All hiring of casual employees will be in accordance with the Interagency Incident Business Management Handbook and its PNWCG supplements.

Responsibilities of the hiring official are:

- Ensure the proper paperwork is obtained and filled out completely
- Validate that the person is qualified for the position
- Provide the casual employee with all the information related to direct deposit and tax withholdings
- Be knowledgeable of the IIBM as it relates to the AD Pay Plan and its use

For positions not listed in the Incident Position Matrix of the AD Pay Plan, the hiring official may establish an Excepted Position. The hiring official will need to write a brief description of duties to accompany the Single Resource Casual Hiring form for payment.

The agency contact for questions related to AD hiring is Chelsea Gunsalus at 970-295-6624.

/s/

(Agency Administrator)

APPENDIX G

Forest Service Specific Incident Business Information

Forest Service Licensing Requirements

Any FS employee who needs to drive a Forest Service owned or leased vehicle must be authorized to do so and there is no exception for AD employees. This letter is to clarify Regional Policy for the authorization of this use and operation by our interagency partners and AD employees. Personal vehicles reimbursed under the federal travel regulations are exempt from the requirement.

Clarification of the licensing requirements for interagency partners:

The licensing direction for other agencies and all of our cooperators states:

Drivers and equipment operators will hold appropriate operating licenses to meet state and federal laws. Employees of the Parties to this Agreement may operate each other's vehicles provided that operator meets the current operating guidelines and training requirements of their own Agency.

Clarification of the AD Employee requirements for driving/operator certification:

Not all ADs will require driver's authorization. Only those specifically hired as drivers or those ADs expected to drive rental cars or agency vehicles should be authorized. The intent is to meet manual requirements in the easiest manner possible. Related manual direction may be referenced in FSM 7130, FSH 6709.11 (Safety and Health Handbook) and FSH 7109.19.

For AD hires that are dispatched frequently and usually have the need to use Forest Service owned or leased vehicles up to 9,999 GVWR the following is required.

- Valid state drivers license for the type of vehicle to be driven. The state license must be carried with the employee any time they are driving a government vehicle.
- Verification of the state license. This can be in the form of a national record search conducted by the hiring unit or an affidavit from the state licensing bureau.
- Employee Driver History or similar form must be completed. The form (filled out by the employee) asks about their experience as well as accidents or violations. (Returned to Forest for processing)
- The AD needs to complete the OF-345 Medical History. The form is filled out by the employee and asks about any medical conditions that might affect their ability to drive. (Returned to Forest for processing)
- Attend a defensive driver course with refreshers every 3 years. There are many options for getting this training, including some on-line sites.

If approved to drive, an AD employee must be issued an authorization in place of OF-346. FS AD's in the Rocky Mountain Region will be issued an R-2 non-federal authorization card or an

authorization letter, which must be with them whenever driving a government vehicle. The authorization form shall be signed by fleet manager, or person having delegated authority to sign at the home Forest, or at the Logistics Chief level for the intermittent use (expiring at the end of incident). If the application process turns up questionable information, the employee should either be denied driving or be given more training before driving. Additional background checks may also be needed.

For the off the street, single incident AD hire whose assignment is driving government furnished equipment we can use a shortened process. We will waive the verification of the state license but the AD will still need a valid state drivers license, complete the FS-710-184, the SF-47 and have a Defensive Driving short course. This can be accomplished through a Power Point presentation and a review of existing class manuals prior to driving.

AD's are NOT issued OF-346 card. More detailed information may be found at:

<http://fsweb.wo.fs.fed.us/directives/fsh/7109.19/>

See 7109.19.60 section 61.21 item #2 for AD requirements:

If you have questions, call Denise Tomlin at 303-275-5316 or 303-378-0785, or Ken Reuer, 303-275-5192.

APPENDIX H
Forest Service Specific Incident Business Information

Documentation of IMT Cost Containment Measures/Fire Management Efficiencies
On Large Forest Service Fire Incidents - 2007

Upload to I-Suite Data Repository

File Name: Fire Number Cost Containment (e.g. ID-BNF-0001 Cost Containment)

IMT Name: _____

Incident Name and Number: _____

Location: _____

Fire Management Efficiencies – In order to enhance our ability to efficiently manage suppression costs, please respond to the following questions that focus on sound decision-making and ensure prudent choices are made for suppression spending on large fire incidents.

1. Did IMT operate with a clear understanding of Appropriate Management Response as articulated by the Agency Administrator and in the 2005 update of the Federal Wildland Fire Management Policy? Explain.

2. Steps taken to more effectively manage high cost aviation assets.

<u>Action</u>	<u>Result</u>	<u>Estimated Cost Savings</u>
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3. Actions taken to effectively manage resources.

<u>Action</u>	<u>Result</u>	<u>Estimated Cost Savings</u>
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4. Considerations for resources used and cost benefit to incident.

<u>Action</u>	<u>Result</u>	<u>Estimated Cost Savings</u>
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5. Other cost containment measures/actions/considerations.

<u>Action</u>	<u>Result</u>	<u>Estimated Cost Savings</u>
---------------	---------------	-------------------------------

